

Manual of Policies and Procedures

SOCIAL SERVICE STANDARDS

STATE OF CALIFORNIA
Gray Davis, Governor
HEALTH AND WELFARE AGENCY
Grantland Johnson, Secretary
DEPARTMENT OF SOCIAL SERVICES
Rita Saenz, Director

Distributed Under the Library Distribution Act
September 1997

This page is intentionally left blank.


SOCIAL SERVICES STANDARDS

This User's Manual is issued as an operational too. It contains the following:

- a) Regulations adopted by the California Department of Social Services (CDSS) for the governance of its agents, licensees, and/or beneficiaries;
- b) Regulations adopted by other State Departments affecting CDSS programs;
- c) Statutes from appropriate Codes which govern CDSS programs;
- d) Court decisions; and
- e) Operational standards by which CDSS staff will evaluate performance within CDSS programs.

Regulations of CDSS are printed in gothic type as in this sentence.

Handbook material, which includes reprinted statutory material, other department's regulations and examples, is separated from the regulations by double lines and phrases "**HANDBOOK BEGINS HERE**", "**HANDBOOK CONTINUES**", and "**HANDBOOK ENDS HERE**" in bold print. Please note that both other departments' regulations and statutes are mandatory, not optional.

In addition, please note that revised language in this manual letter will be identified by .

Questions relative to this Users' Manual should be directed to your usual program policy office.

This page is intentionally left blank.

SOCIAL SERVICES STANDARDS

TABLE OF CONTENTS

DIVISION 30 SOCIAL SERVICES PROGRAMS

Chapter 30-000	Service Programs Administered by County Welfare Departments
Chapter 30-050	Service Program No. 1: Information and Referral Services
Chapter 30-100	Entire chapter renumbered to Division 31 by CDSS Manual Letter No. CWS-93-01, effective 7/1/93
Chapter 30-200	Entire chapter renumbered to Division 31 by CDSS Manual Letter No. CWS-93-01, effective 7/1/93
Chapter 30-300	Reimbursement for Voluntary Family Reunification Services
Chapter 30-400	Entire chapter renumbered to Division 31 by CDSS Manual Letter No. CWS-93-01, effective 7/1/93
Chapter 30-600	Service Program No. 6: Out-of-Home Care for Adults
Chapter 30-700	Service Program No. 7: In-Home Supportive Services
Chapter 30-800	Service Program No. 8: Protective Services for Adults

This page is intentionally left blank.

SOCIAL SERVICES STANDARDS
SERVICE PROGRAMS ADMINISTERED BY CWDS

TABLE OF CONTENTS

CHAPTER 30-000 SERVICE PROGRAMS ADMINISTERED BY COUNTY WELFARE DEPARTMENTS

	Section
General.....	30-001
Definitions	30-002
Persons Served.....	30-004
Purposes and Conditions of Program Elements	30-006
Service Delivery Standards.....	30-009
Program Support Activities	30-011
Administrative Requirements	30-013
Funding, Cost Sharing and Allowable Expenditures.....	30-027

This page is intentionally left blank.

DIVISION 30 SOCIAL SERVICES STANDARDS

CHAPTER 30-000 SERVICE PROGRAMS ADMINISTERED BY COUNTY WELFARE DEPARTMENTS

- .1 Notwithstanding the wording used herein addressing the contents to primary service providers, the requirements of this Division are equally binding upon all agencies, public and private, engaged in the delivery of social services, whether directly or by contract, subcontract or other formal agreement, coming under the supervisory purview of the designated Single State Agency for social services funded under Title XX and Title IV-B of the Social Security Act.
- .2 All social services covered by these regulations shall be either mandated or optional and shall be organized and set forth in the form of service programs as specified within this Division.

30-001 GENERAL 30-001

- .1 Goals shall be those designated in Title XX of the Social Security Act, toward which all services funded under that Title must be directed.
 - .11 There shall be five goals:
 - .111 Goal No. 1: Achieving or maintaining economic self-support to prevent, reduce or eliminate dependency.
 - .112 Goal No. 2: Achieving or maintaining self-sufficiency, including reduction or prevention of dependency.
 - .113 Goal No. 3: Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests; or preserving, rehabilitating or reuniting families.
 - .114 Goal No. 4: Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less-intensive care.
 - .115 Goal No. 5: Securing referral or admission for institutional care when other forms of care are not appropriate; or providing services to individuals in institutions.
 - .12 Service activities, resources and support provided to an individual under any service program shall be directly only toward the goals specified for that service program in this division, subject to the requirements specified in Section 30-009.2.

SOCIAL SERVICES STANDARDS		
30-002	SERVICE PROGRAMS ADMINISTERED BY CWDS	Regulations
30-002	DEFINITIONS	30-002
a.	(1) "Assessment" means a written document which contains information relevant to the case situation and an appraisal of case services needs.	
b.	Reserved	
c.	(1) "County" means a county welfare or social services department.	
d.	(1) "Department" means the California Department of Social Services (CDSS).	
e.	(1) "Eligible" means entitled to receive necessary services.	
	(A) "Income eligible" means entitled on the basis of having gross annual family income which does not exceed 80 percent of the median income for California for a family of four, adjusted for consideration of family size.	
	(B) "Status eligible" means entitled on the basis of being a Supplemental Security Income/State Supplementary Program (SSI/SSP) or Aid to Families with Dependent Children (AFDC) program recipient.	
f.	(1) "Family" , for income eligibility purposes, means a basic family unit which resides in the same household, and which consists of one or more children, if any, and adults who are related by blood, marriage including common-law, or adoption. The following are considered one-person families: (1) unrelated adults residing together; (2) related adults other than spouses residing together; (3) children residing with nonlegally responsible relatives; (4) children living under the care of unrelated persons; and (5) emancipated minors.	
g.	Reserved	
h.	Reserved	
i.	Reserved	
j.	Reserved	
k.	Reserved	
l.	Reserved	
m.	(1) "Median income for California" means the median income for a particular year for a California family of four, as specified by the United States Secretary of Health and Human Services.	
n.	Reserved	

30-002	DEFINITIONS (Continued)	30-002
---------------	--------------------------------	---------------

- o. Reserved
- p. (1) **"Primary service provider"** or **"primary"** means a county welfare department or other entity to which the state department has directly delegated the responsibility for administering the delivery of social services. The term does not include any public or private agency or person under contract for the provision of services.
- q. Reserved
- r. (1) **"Reassessment"** means a written document which reviews all past assessments and examines the current condition of the recipient and his/her family. The reassessment is used to evaluate the effectiveness of the current service plan, and to review the progress that has been made toward achieving the objectives identified in the service plan.
- (2) **"Recipient"** means a child or adult receiving social services, including an applicant for such services when clearly implied by the context of the regulations.
- (A) **"Primary recipient"** means a person with or for whom a specific goal is established, and to whom services are provided for the purpose of goal achievement. Services are considered to be provided to the primary recipient when they are provided to, or on behalf of, other members of the primary recipient's family in order to facilitate goal achievement.
- (B) **"Recipient of AFDC"** means a dependent child, parent of the child, needy caretaker relative of the child, or spouse of the parent whose needs are met in whole or in part by a cash money payment under the state AFDC program in accordance with Title IV-A of the Social Security Act; and a person whose needs are taken into consideration in determining the needs of AFDC recipients.
- (C) **"Recipient of SSI/SSP"** means an aged, blind or disabled person who receives a cash money payment made by the United States Social Security Administration under the provisions of Title XVI of the Social Security Act.
- (3) **"Representative"** means a person, including but not limited to an attorney, relative, or friend, authorized by the recipient to act on his/her behalf. The term also includes such persons when authorized by a party to a grievance review, or by specified administrative review hearing participants, to act for and represent that party or participant in any and all aspects of a grievance procedure or administrative review hearing.

30-002	DEFINITIONS (Continued)	30-002
--------	-------------------------	--------

- s. (1) (A) **"Initial intake"** means investigating the circumstances and facts regarding a referral for emergency response services to determine the potential for or existence of any condition(s) which places children at risk and in need of services; and to determine the services which would best serve and protect the children's interest and welfare.
- (2) **"Service plan"** means a written document which is developed based upon the assessment; and in which social services staff and the recipient and/or his/her family identify a specific goal; the specific services to be used in resolving identified problems; and service delivery methods.
- (3) **"Service program"** means a set of social services functions organized around a unifying theme, directed at meeting specific needs within the eligible population. Service programs are directed at the goals specified in Section 30-001.1.
- (A) **"Mandated service program"** means a program which is provided in all geographical areas of the state in accordance with the provisions of the various chapters of this division. The mandated service programs include the following:
- (i) Service Program No. 1: Information and Referral (Chapter 30-050)
 - (ii) Service Program No. 6: Out-of-Home Care for Adults (Chapter 30-600)
 - (iii) Service Program No. 7: In-Home Supportive Services (Chapter 30-700)
 - (iv) Service Program No. 8: Protective Services for Adults (Chapter 30-800)

30-002	DEFINITIONS (Continued)	30-002
---------------	--------------------------------	---------------

- (4) **"Social services"** or **"services"** means the composite of service programs funded under Titles IV-B, IV-E, and XX of the Social Security Act, and any other applicable funding sources.
- (5) **"Social service(s) staff"** means those public employees responsible, directly or indirectly, for the delivery or authorization for the delivery of social services, and whose salaries or wages are funded in whole or in part through Titles IV-B, IV-E, or XX of the Social Security Act. This does not include employees of contract agencies under contract to the primary for the delivery of social services, or individual contractors.
- (6) **"Staff activity"** means a clearly delineated activity, or group of closely interrelated activities, which is performed by social service staff as part of a service program; and which is performed in direct interaction with a recipient and/or his/her representative(s). Specific staff activities include the activities defined in (A) through (L) below.
 - (A) **"Assessment"** means activity to gather information relevant to the recipient's case situation and to appraise the recipient's case services needs based upon that information.
 - (B) **"Consultation"** means activity on the recipient's behalf in which social services staff or a third person or organization seek the expertise of the other.
 - (C) **"Coordination"** means activity on the recipient's behalf in order to integrate the activities of social services staff and third persons or organizations in solving a specific problem.
 - (D) **"Counseling"** means activity to assist the recipient to analyze and better understand the situation; select his/her own methods of problem-solving; identify goals; and explore alternative behavior.
 - (E) **"Discharge"** means activity directed at preparing for and effecting the recipient's release from an out-of-home care facility for return home or transfer to another such facility.
 - (F) **"Investigation"** means activity to determine the validity of an allegation.

30-002	DEFINITIONS (Continued)	30-002
---------------	--------------------------------	---------------

- (G) **"Planning"** means activity in which social services staff and the recipient and/or his/her family mutually identify a specific goal; the specific services to be used in resolving identified problems; and service delivery methods.
- (H) **"Reassessment"** means activity to review all past assessments and examine the current condition of the recipient and his/her family.
- (I) **"Referral"** means activity to inform another service agency that a person desires or requires that agency's services; and to assist the person to avail him/herself of such services.
- (J) **"Selection and placement"** means activity to locate an out-of-home care facility for a recipient, and to complete the processing of situating the recipient in the facility. If a licensed or approved facility is not available, such activity includes making arrangements for licensing or court actions necessary to legalize the placement.
- (K) **"Supervision"** means activity to oversee recipient or third-party behavior in order to safeguard the recipient's rights, interests or purposes.
- (L) **"Transportation"** means activity to convey a recipient from one place to another when mobility is necessary to support a specific service plan, and no other means of conveyance is available.
- (7) **"State agency"** means the State Department of Social Services.
- (8) **"Support activities"** means broadly based activities related to overall services operations. Such activities benefit the recipient population in whole or in part, and are federally funded through Titles IV-B, IV-E, or XX. Support activities include the activities defined in (A) through (C) below.
 - (A) **"Community planning"** means participation in local efforts in order to develop new services to resolve problems, and in order to improve the coordination between existing services.
 - (B) **"Recruitment"** means activity to find and develop resources which are necessary but do not exist, or which exist but must be expanded.

30-002	DEFINITIONS (Continued)	30-002
---------------	--------------------------------	---------------

- (C) "Utilization of volunteers " means using the services of person not employed or paid by the primary in order to give a variety of services to recipients which could not otherwise be supplied. The volunteer effort may be initiated and supervised by social services staff, or it may be organized and operated by a nonprofit human service group within the community. The actual activities performed vary and depend upon statutory mandates, local needs, and the supply of volunteers. Volunteers are used solely to supplement the efforts of persons employed and paid by the primary.
- t. Reserved
- u. Reserved
- v. Reserved
- w. Reserved
- x. Reserved
- y. Reserved
- z. Reserved

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: 42 USC Section 675; 45 CFR Part 1340.15(b); Section 11165.2, Penal Code; and Sections 300(b), 366.3, 10553, 10800, 11008.15, and 16506.1, Welfare and Institutions Code; and Section 265, Civil Code.

30-004	PERSONS SERVED	30-004
---------------	-----------------------	---------------

Each service program shall be made available to persons who meet requirements relating to both of the following:

- .1 Eligibility.
- .11 All persons without regard to income are eligible for Information and Referral Services (30-050), Emergency Response (30-100) and Protective Services for Adults (30-800).

30-004	PERSONS SERVED (Continued)	30-004
---------------	-----------------------------------	---------------

- .12 (Repealed by ML #81-55).
- .13 Persons eligible for In-Home Supportive Services are specified in 30-700.
- .14 Persons eligible for all other mandated services are as follows:
 - .141 Income Eligibles as defined in 30-002.5.
 - .142 Status Eligibles as defined in 30-002.5.
- .15 Persons eligible for optional services are specified in CASP.
- .2 Need.

Unless otherwise specified within the chapter governing a particular service program, any eligible person who requests the services of an identified program shall be considered to be in need of such services until an assessment of actual needs has been made. Thereafter, information developed in the assessment shall be the principal determination in the provision or denial of services.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 10553 and 10554, Welfare and Institutions Code.

30-006	PURPOSES AND CONDITIONS OF PROGRAM ELEMENTS	30-006
---------------	--	---------------

- .1 Each service program, whether mandated or authorized, shall state the minimum purposes to be served by each of its component service activities and service funded resources and any special conditions which may govern their applications.
- .2 Although the components of each service program shall be generally available, the use of any single element shall be determined by the recipient's specific needs and the Primary's resources to meet these needs.

30-009	SERVICE DELIVERY STANDARDS	30-009
---------------	-----------------------------------	---------------

Each service program, whether mandated or optional, shall be governed by standards as set forth below:

.1 Standards of a Service Program.

Each service program shall set forth the requirements which are specific to that program and which impose upon social service staff any special considerations.

.2 General Standards.

All service programs shall be governed by the following:

.21 Quality of Service Delivery.

.211 Offer of services: Social services staff shall offer services appropriate to the needs of the individual or family.

.212 Explanation of availability: The Primary shall assure that each person applying for or receiving aid or service shall be made aware of services provided by the agency.

.213 Acceptance of services: Acceptance of services shall be voluntary except when protective in nature.

.214 Refusal to accept an offer of or assessment for a service program shall not affect eligibility for payment of financial assistance or the provision of other service programs.

.215 Social service staff shall explain to recipients who may require protective intervention and to their representatives or guardians that refusal of service may lead to a referral to a law enforcement agency or to the courts.

.22 Application

.221 Any person shall have the right to apply for services or to make application through another person on his behalf. The application may be signed by the applicant or his authorized representative.

.222 A person who indicates to the Primary a desire to apply for services shall be afforded the opportunity to apply immediately.

30-009	SERVICE DELIVERY STANDARDS (Continued)	30-009
---------------	---	---------------

- .223 The application shall be in writing on a form prescribed or approved by the Department, dated and signed, and shall include all information necessary to establish eligibility.
- .224 If the request for services is received by telephone or letter, a social service staff member, with the express authorization of the applicant, may sign the application. However, such an application does not meet the requirements of 30-009.23 for establishing eligibility. Eligibility information must be verified or the applicant must sign the application statement during a face-to-face contact.
- .225 The social worker may sign the application for services on behalf of any child who has been declared a Dependent of the Court pursuant to Section 600, W&I Code, or who is in placement not ordered by a court and whose parents or guardians are not available to sign in his behalf.
- .226 Written application is not required for the information and referral service program or for the protective services programs. Information in the case record describing the basis for initiating the investigation and validation of a need for protective services serves as the written application. However, when such services are provided to a child and/or the child's family and potentially may be funded through Emergency Assistance - Abused, Neglected or Exploited Children Program, an Emergency Assistance Application/Eligibility Determination form (SOC 349) shall be completed.
- .227 The application shall be acted on promptly and the decision on it shall be rendered as soon as possible, but not later than 30 days following the date of application.
- .23 Determination of Eligibility
 - .231 The effective date of eligibility is the actual date of determination unless the determination is made within 30 days of the date of application and the applicant is determined to have been eligible when services were initiated. In no event shall the effective date of eligibility be prior to the date of application.

30-009	SERVICE DELIVERY STANDARDS (Continued)	30-009
---------------	---	---------------

.232 A determination of eligibility means a decision, reflected in records as required by Section 30-009.26 based on a dated and signed application with sufficient information which would lead a reasonable person to conclude whether or not eligibility conditions have been met.

.2321 For current cash grant recipients of AFDC or SSI/SSP.

A statement of recipient status by the applicant is sufficient in the absence of contrary information. The statement in the application signed by an authorized representative may also be accepted as the basis for a decision on eligibility if that representative has direct knowledge of all relevant facts.

.2322 For Income Eligibles

A clear, consistent and complete statement by the applicant in the application of current family or individual gross income in accordance with definitions in Section 30-009.223 is sufficient basis for a decision on eligibility in the absence of contrary information. The statement in the application signed by an authorized representative may also be accepted as the basis for a decision on eligibility if that representative has direct knowledge of all relevant facts.

Exception: Income must be verified if the applicant is applying for Child Day Care Services or In-Home Supportive Services.

.233 Income related to eligibility:

.2331 Monthly gross income means the monthly sum of income received by an individual from the sources identified by the U.S. Census Bureau in computing income. Monthly gross income for migrant farm workers and other seasonally employed persons may be computed by averaging total gross income received during the previous 12 months. The amount of monthly gross income shall not be reduced because of voluntary or involuntary deductions.

.2332 U.S. Census Bureau sources of income are as follows:

a. Money wages or salary.

30-009	SERVICE DELIVERY STANDARDS (Continued)	30-009
---------------	---	---------------

- b. Net income from nonfarm self-employment.
- c. Net income from farm self-employment.
- d. Social Security.
- e. Dividends, interest on saving or bonds, income from estates or trusts, net rental income or royalties.
- f. Public assistance or welfare payments.
- g. Pensions and annuities.
- h. Unemployment compensation and disability insurance benefits.
- i. Workmen's Compensation.
- j. Alimony.
- k. Child support.
- l. Veteran's pensions.

.2333 Exclusions from computation of monthly gross income are as follows:

- a. Per capita payments to or funds held in trust for an individual in satisfaction of a judgment of the Indian Claims Commission or the Court of Claims.
- b. Payments made pursuant to the Alaska Native Claims Settlement Act to the extent such payments are exempt from taxation under Section 21(a) of the Act.
- c. Money received from sale of property, including stocks, bonds, a house or a car. If the person was engaged in the business of selling such property, the net proceeds shall be counted as income from self-employment.

30-009	SERVICE DELIVERY STANDARDS (Continued)	30-009
---------------	---	---------------

- d. Withdrawals of bank deposits.
- e. Loans.
- f. Tax refunds.
- g. Gifts.
- h. Lump sum inheritances or insurance payments.
- i. Capital gains.
- j. Value of the food stamp coupon allotment in excess of the amount paid for the coupons.
- k. Value of USDA donated foods.
- l. Value of supplemental food assistance under the Child Nutrition Act of 1966 and the special food program for children under the National School Lunch Act.
- m. Payment received under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
- n. Earnings of a child under 14 years of age.
- o. Loans, grants and scholarships, obtained under conditions that preclude their use for current living costs.
- p. Grants or loans to an undergraduate student for educational purposes made or insured under any program administered by the Commissioner of Education under the Higher Education Act.
- q. Home produce utilized for household consumption.

30-009	SERVICE DELIVERY STANDARDS (Continued)	30-009
---------------	---	---------------

- r. Payments received under the Energy Crisis Assistance Program or the Low Income Energy Assistance Program.

.234 Redetermination of eligibility shall be made:

.2341 When required on the basis of information the agency has obtained about the anticipated changes in the individual situation.

.2342 Promptly, not to exceed 30 days after information is obtained about changes which have occurred in the individual's circumstances that may make him ineligible. Upon redetermination, recipients found to be ineligible for continued services may continue to receive services for a period not to exceed 30 days from the date of the redetermination.

.2343 Periodically, but not less frequently, than every six months.

.235 Assessment by social service staff, of the needs of each applicant for services shall be made promptly upon determination of income eligibility for services.

.236 Notification shall be provided, in writing, to all persons signing written applications for social services concerning eligibility or ineligibility for the particular service for which he applied. The notice shall include information about the individual's right to request a fair hearing under provisions of 10-126.

.24 Service Plan

There shall be a service plan for each recipient determined cooperatively with the recipient which specifies:

.241 The appropriate goal toward which services shall be directed.

.2411 Only one goal may exist at any one time for any single recipient.

30-009	SERVICE DELIVERY STANDARDS (Continued)	30-009
---------------	---	---------------

- .2412 The goal of a recipient shall be changed whenever the circumstances make it appropriate.
 - .2413 The services which a recipient receives shall be limited to those mandated or optional service programs having established goals which include the goal selected for the recipient.
- .242 Provision of specific services and the objectives to be accomplished in measurable terms within a designated time.
- .243 Means to resolve identified problems which may inhibit achievement of the goal.
- .244 Methods for delivery of necessary services whether directly, by referral, purchase or other means.
- .25 Services to Individuals in Groups
 - Services are authorized in group settings, provided that:
 - .251 Each member of the group has been certified as eligible for the services of the program.
 - .252 An individual recipient record is maintained for each member.
 - .253 Membership in the group is voluntary.
- .26 Case Record
 - .261 The Primary shall assure that a service record is maintained and shall document the following:
 - .2611 Eligibility or redetermination of eligibility for services has been established.
 - .2612 Need for service related to one of the goals listed in Section 30-001.2.
 - .2613 Offer of service has been accepted or rejected.
 - .2614 The active service plan.
 - .2615 Six-month reassessment.
 - .2616 Termination of services, giving reason and result.

30-011	PROGRAM SUPPORT ACTIVITIES	30-011
---------------	-----------------------------------	---------------

Each service program shall identify functions of the program which do not apply directly to individual recipients but support and facilitate the service program as a whole.

30-013	ADMINISTRATIVE REQUIREMENTS	30-013
---------------	------------------------------------	---------------

Each Primary shall identify the particular conditions required to meet the purposes of each service program and that require actions which can be initiated only at the administrative level of the Primary.

30-027	FUNDING, COST SHARING AND ALLOWABLE EXPENDITURES	30-027
---------------	---	---------------

.1 Funding

- .11 Federal and state financial participation is available for administrative costs incurred in providing the social services as defined in Division 30 and as contained in the county's SDSS-approved plan (see MPP Section 10-130). Counties expenditures for administrative costs for services defined in Division 30 are subject to audit.
- .12 Counties shall continue to provide matching funds for county-administered social service programs as required by Welfare and Institutions Code Section 10100 and 10101.

HANDBOOK BEGINS HERE

Pilot projects may require a different county share of the administrative costs.

HANDBOOK ENDS HERE

- .13 No federal financial participation is provided if the limitations designated in Division 30 or specified in the county's SDSS-approved social services plan are exceeded in respect to service goals, service activities, or use of service funds.

30-027	FUNDING, COST SHARING AND ALLOWABLE EXPENDITURES	30-027
	(Continued)	

.2 Cost Sharing

HANDBOOK BEGINS HERE

- .21 State or county funds used by a county to provide SDSS-approved social services may be considered as the nonfederal share in claiming federal financial participation (FFP), when such funds are as described in 45 CFR, Part 74, Subpart G, "Cost Sharing or Matching."

HANDBOOK ENDS HERE

- .211 Nonpublic third party in-kind contributions shall not be used for the required nonfederal share of the costs of child welfare services or of the Adult Programs Services (Out-of-Home Care, Information and Referral, and Adult Protective Services).

HANDBOOK BEGINS HERE

However, such contributions may be used to reduce program costs or to expand the services provided.

HANDBOOK ENDS HERE

.3 Allowable Expenditures

Expenditures allowable are subject to the availability of funds and to federal and state conditions and restrictions. Those programs funded only by state and county monies, such as the Adult Protective Services Program, must meet the requirements of Welfare and Institutions Code, Division 9, Part 3, Chapters 5.1 and 13. Adult Services Demonstration Projects must meet the requirements of Welfare and Institutions Code, Division 9, Part 3, Chapter 12.

SOCIAL SERVICES STANDARDS		
30-027 (Cont.)	SERVICE PROGRAMS ADMINISTERED BY CWDS	Regulations
30-027	FUNDING, COST SHARING AND ALLOWABLE EXPENDITURES (Continued)	30-027

HANDBOOK BEGINS HERE

Following are the conditions and restrictions on allowable expenditures for social services programs.

- .31 The general principles used in determining allowable administrative costs are identified in 45 CFR, Part 74, Subpart Q. Costs allowable to a county welfare department are not necessarily the same as those allowable to an organization with which a county may contract. Following are the publications which specify the administrative cost principles by type of organization.
 - for local government, Office of Management and Budget (OMB) Circular A-87.
 - for public and nonprofit institutions of higher learning, OMB Circular A-21.
 - for nonprofit agencies, OMB Circular A-122.
 - for profit-making organizations, 48 CFR, Subpart 31.
- .311 Each set of the above cost principles identifies certain costs that are allowable, unallowable, or allowable with prior approval.
- .312 Examples of allowable county welfare department administrative costs are listed below:
 - salaries, fringe benefits and travel of staff engaged in carrying out services or service-related activities.
 - service-related materials, supplies, and communications.
 - expenses for attending meetings incurred by advisory committee members, supportive staff and other technical assistance staff.
 - expenses incurred by agency staff in attending meetings pertinent to the development or implementation of federal and state policies and programs.

HANDBOOK CONTINUES

SOCIAL SERVICES STANDARDS		
Regulations	SERVICE PROGRAMS ADMINISTERED BY CWDS	30-027 (Cont.)
30-027	FUNDING, COST SHARING AND ALLOWABLE EXPENDITURES (Continued)	30-027

HANDBOOK CONTINUES

- .313 Examples of unallowable county welfare department administrative costs follow:
- interest and other financing costs. (However, interest expenses incurred in acquiring a building is allowed through the use of a rental rate system. See Section 3129 of the State Controllers Handbook of Cost Plan Procedures for California counties.)
 - contingency reserves
 - entertainment expenses
 - salaries of county supervisors
- .314 Examples of county welfare department administrative costs allowable only with prior state approval follow:
- automated data processing equipment.
 - alterations that materially increase the value or useful life of facilities.
 - space occupied under a lease with option-to-purchase agreement.
 - management studies conducted by organizations other than the county welfare department.
- .32 Limitations on allowable administrative expenditures are specified in regulations specific for each program's funding source.
- .321 For child welfare services funded by Title IV-B, the purchase, construction, or other capital costs for child care facilities are specified as unallowable in 45 CFR Part 1357.30.

HANDBOOK CONTINUES

SOCIAL SERVICES STANDARDS		
30-037 (Cont.)	SERVICE PROGRAMS ADMINISTERED BY CWDS	Regulations
30-027	FUNDING, COST SHARING AND ALLOWABLE EXPENDITURES (Continued)	30-027

HANDBOOK CONTINUES

- .322 For social services funded under Title XX, the following expenditures are specified as unallowable (42 USCA 1397):
- social services provided in and by employees of any hospital, skilled nursing facility, intermediate care facility, or prison, except services to an alcoholic or drug dependent individual.
 - educational service generally available without cost and without regard to income.
 - child care services which do not meet applicable state and local standards.
 - cash payment as a service (e.g., restaurant meal allowances).
 - cash payments for subsistence costs or for board and room. [However, short-term costs are allowable, if they are an integral but subordinate part of a social service (e.g., temporary shelter provided as a protective service)].
 - payment of wages as a social service (e.g., In-Home Supportive Service funds cannot be used to pay the wages of a recipient for employment purposes).
- .323 For social services funded under Title XX, the following expenditures are specified as allowable with waiver from DHHS (42 USCA 1397):
- purchase or improvement of land or purchase, construction or major permanent improvement of any building or facility.
 - medical care (unless it is an integral but subordinate part of a social service, e.g., initial detoxification of an alcoholic or drug dependent individual).

HANDBOOK ENDS HERE

SOCIAL SERVICES STANDARDS
SERVICE PROGRAM NO. 1: INFORMATION AND REFERRAL SERVICES

TABLE OF CONTENTS

CHAPTER 30-050 SERVICE PROGRAM NO. 1: INFORMATION AND REFERRAL SERVICES

	Section
General.....	30-051
Special Definitions.....	30-052
Special Program Characteristic	30-053
Persons Served.....	30-054

This page is intentionally left blank.

CHAPTER 30-050 SERVICE PROGRAM NO. 1: INFORMATION AND REFERRAL SERVICES

30-051 GENERAL 30-051

- .1 Information and referral services means those activities by social service staff to:
- .11 Enable persons to have current and accurate knowledge about the available public and private resources established to help alleviate socio-health problems.
 - .12 Provide short-term help to enable persons to identify and gain access to resources appropriate to their needs.
 - .13 Provide beneficiaries under the California Medical Assistance Program (Medi-Cal) with health-related transportation to meet an urgent need as specified in Welfare and Institutions Code 13004.

HANDBOOK BEGINS HERE

- .113 Welfare and Institutions Code Section 13004 states: The transportation services shall be maintained at least at the level provided by counties as part of health-related services as provided for in the Welfare and Institutions Code Section 12251 on September 30, 1981.
 - a. Welfare and Institutions Code Section 12251 stated as of September 30, 1981, in part: the term "social services" includes health-related services and transportation services as such services are defined in order to secure maximum federal financial participation.

HANDBOOK ENDS HERE

- .2 Goals
- .21 This service program, because of its special characteristics, shall be considered to be serving goals I, II, III, IV, V designated in 30-001.21.
 - .22 Services activities provided to an individual under this service program may be directed at any goals designated in 30-001.21. Such goals need not be specified.

SOCIAL SERVICES STANDARDS**30-052 SERVICE PROGRAM NO. 1: INFORMATION AND REFERRAL SERVICES Regulations**

30-052 SPECIAL DEFINITIONS**30-052**

- .1 "Health-related transportation" means taking a Medi-Cal beneficiary to and from a provider of health care services which are within the scope of benefits of the Medi-Cal Program.
- .2 "Urgent need" means a medical condition for which prompt medical treatment is required to avoid permanent injury or severe pain.

30-053 SPECIAL PROGRAM CHARACTERISTIC**30-053**

The intent of this service program is to provide immediate, short-term response to needs for information and referral in connection with human service resources. All other considerations shall be subordinate to that intent. Therefore:

- .1 Services under this program may be provided to individuals without requiring a formal application, developing a service plan, specifying a goal and maintaining an individual client record.

EXCEPTION: A SOC 295 form, or an approved CWD equivalent, shall be completed before health-related transportation is provided to any eligible person. The form may be completed through either personal or telephone contact.
- .2 Recipients with needs, identified during the brief information and referral episode which require more extensive involvement shall be given the opportunity to apply for the services of another more appropriate service program.

30-054 PERSONS SERVED**30-054**

- .1 Eligibility.

All persons, regardless of income or status, are eligible to receive services under this program.

EXCEPTION: Only currently eligible and certified Medi-Cal beneficiaries are eligible for the health-related transportation component of this program.

- .2 Need for service.

Any person who requests information and/or referral services shall be considered to be in need of those services.

SOCIAL SERVICES STANDARDS**Regulations SERVICE PROGRAM NO. 1: INFORMATION AND REFERRAL SERVICES 30-054**

30-054 PERSONS SERVED (Continued) 30-054

- .3 Services under the health-related transportation component of this program are subject to the following requirements.
- .31 Health-related transportation shall be provided under this program only when such transportation is not available to the Medi-Cal beneficiary from any other source.
- .32 Health-related transportation shall be provided by the most economical method which is consistent with the needs of the Medi-Cal beneficiary.
- .33 The CWD may require verbal or written evidence from a health care provider of the beneficiary's urgent need for health-related transportation.
- .34 The availability of health-related transportation under this program in each county is limited to the level of services provided under the former Title XX Health Related Services Program in effect on September 30, 1981.

This page is intentionally left blank.

SOCIAL SERVICES STANDARDS
SERVICE PROGRAM NO. 2: EMERGENCY RESPONSE

CHAPTER 30-100 SERVICE PROGRAM NO. 2: EMERGENCY RESPONSE

Entire chapter either renumbered to Division 31 by CDSS Manual Letter No. CWS-93-01, effective 7/1/93 or repealed by CDSS Manual Letter No. SS-93-03, effective 7/1/93.

This page is intentionally left blank.

SOCIAL SERVICES STANDARDS
SERVICE PROGRAM 3: FAMILY MAINTENANCE

CHAPTER 30-200 SERVICE PROGRAM NO. 3: FAMILY MAINTENANCE

Entire chapter renumbered to Division 31 by CDSS Manual Letter No. CWS Division 31 by CDSS Manual Letter No. CWS-93-01, effective 7/1/93 or repealed by CDSS Manual Letter No. SS-93-03, effective 7/1/93.

This page is intentionally left blank.

TABLE OF CONTENTS

CHAPTER 30-300 REIMBURSEMENT FOR VOLUNTARY FAMILY REUNIFICATION SERVICES

	Section
Definitions	30-302
Additional Requirements for Voluntary Placements	30-364
All other sections either renumbered to Division 31 by CDSS Manual Letter No. CWS-93-01, effective 7/1/93 or repealed by CDSS Manual Letter No. SS-93-03, effective 7/1/93.	

This page is intentionally left blank.

REIMBURSEMENT FOR VOLUNTARY FAMILY REUNIFICATION SERVICES

CHAPTER 30-300 REIMBURSEMENT FOR VOLUNTARY FAMILY REUNIFICATION SERVICES**30-302 DEFINITIONS****30-302**

- (a) **"Adjusted gross monthly income "** means the total of the family's monthly income, less allowable monthly expenses, plus 1/12 of the value of the family's net liquid assets.
- (b) **"Allowable monthly expenses"** means only the following: court-ordered payments; voluntary payments made for foster care; child care expenses necessary for a parent'(s)/guardian'(s) employment; State Department of Mental Health charges for mental health services; charges for other mental health services initiated for the purpose of family reunification; dependent support payments; medical expenses in excess of three percent of gross monthly income; and mandated payroll deductions for retirement plans, exclusive of Social Security.
- (c) **"Consumer Price Index"** means the index, prepared by the Federal Bureau of Labor Statistics, in which the change in the cost of typical wage-earner purchases of goods and services is measured.
- (d) **"Consumer Necessities Index"** means the index, prepared by the California Commission on State Finance, based on the weighted average changes for food, clothing, fuel, utilities, rent, and transportation for low income consumers.
- (e) **"Court-ordered payments"** means those payment obligations upon which a court has rendered a decision; upon which a written order of liability has been issued; and which are currently being paid.
- (f) **"Dependent support payments"** means payments for the out-of-home care of a child, spouse, or parent. This deduction is not allowed when the same person or persons are claimed as dependents under the State Department of Mental Health's Uniform Method of Determining Ability to Pay (UMDAP).
- (g) **"FICA annual withholding"** means an amount withheld by a person's employer for that person's social security contribution under the Federal Insurance Contributions Act.

REIMBURSEMENT FOR VOLUNTARY FAMILY REUNIFICATION SERVICES**30-302 DEFINITIONS (Continued)****30-302**

- (h) **"Gross family annual income"** means the annual income for all family members before deduction of taxes; or, for self-employed persons, the annual income for all family members after deducting the costs of doing business, based on the last taxable year's income or income received during the 12 months immediately preceding application for family reunification services.
- (i) **"Gross family monthly income"** means the monthly income for all family members before deduction of taxes; or, for self-employed persons, the monthly income for all family members after deducting the costs of doing business, based on the calendar month immediately preceding application for family reunification services.
- (j) **"IRS exemption allowance"** means that amount allowed by the Internal Revenue Service as a deduction, for the individual, the spouse, and any persons for whom the taxpayer provided 50% or more support as dependents of the taxpayer, when computing federal income tax payments.
- (k) **"IRS standard deduction"** means that amount allowed by the Internal Revenue Service as a standard deduction based upon the taxpayer's filing status when computing federal income tax payments.
- (l) **"IRS income tax annual withholding"** means the amount withheld from the gross family income for federal income tax payments, based on family size and income.
- (m) **"Liability period"** means the six-month period during which the family of a voluntarily placed child is eligible for family reunification services.
- (n) **"Liquid assets"** means those family assets which can be easily converted into cash, including but not limited to current savings and checking account balances, and the current market values of stocks, bonds, and mutual funds.
- (o) **"Median income"** means that income level at which the California Franchise Tax Board indicates half of California families filing a joint return earn a higher, and half a lower, income.
- (p) **"Median income percentage"** means that percentage weighed for income and family size in determining actual monthly liability.
- (q) **"Mental health expenses"** means that amount currently being paid for mental health care initiated for the purpose of family reunification, exclusive of expenses for persons who are being claimed as dependents under the State Department of Mental Health's Uniform Method of Determining Ability to Pay (UMDAP).

30-302	DEFINITIONS (Continued)	30-302
---------------	--------------------------------	---------------

- (r) **"Monthly liability"** means the amount the parent(s)/guardian(s) is expected to pay to the county and/or to contracting providers for family reunification services received by the family during the calendar month.
- (s) **"Monthly liability schedules"** means those payment schedules established for various economic areas, which have been computed by the department as specified in Sections 30-364.771 through .776, and which may be used to complete the "Monthly Liability Determination" form.

30-364	ADDITIONAL REQUIREMENTS FOR VOLUNTARY PLACEMENTS	30-364
---------------	---	---------------

- .1 Renumbered by CDSS Manual Letter No. CWS-93-01, effective 7/1/93.
- .2 Repealed by CDSS Manual Letter No. SS-93-03, effective 7/1/93.
- .3 Repealed by CDSS Manual Letter No. SS-93-03, effective 7/1/93.
- .4 Renumbered by CDSS Manual Letter No. CWS-93-01, effective 7/1/93.
- .5 Repealed by CDSS Manual Letter No. SS-93-03, effective 7/1/93.
- .6 Repealed by CDSS Manual Letter No. SS-93-03, effective 7/1/93.
- .7 The county welfare department shall meet the requirements specified in .72 through .74, and .77 through .776 below when seeking reimbursement for voluntary family reunification services as specified in Welfare and Institutions Code Section 16507.4.

HANDBOOK BEGINS HERE

.71 This statute specifies as follows:

- .711 If the family is not qualified for...(AFDC)..., voluntary family reunification services may be utilized, provided that the county seeks reimbursement from the parent or guardian on a statewide sliding scale according to income.

HANDBOOK ENDS HERE

30-364	ADDITIONAL REQUIREMENTS FOR VOLUNTARY PLACEMENTS	30-364
---------------	---	---------------

(Continued)

- .72 County welfare department staff shall complete the Monthly Liability Determination form, and shall request the parent(s)/guardian(s) to sign the form.
- .721 If unable to obtain the parent'(s)/guardian'(s) signature(s) as specified in .72 above, the county welfare department shall document in the case record the reason(s) for the parent'(s)/guardian'(s) failure to sign.
- .73 County welfare department staff shall use the formula specified in .731 through .735 below to compute the family's adjusted gross monthly family income.
- .731 Subtract any allowable monthly expenses from the family's gross monthly income to determine the family's net monthly income.
- .732 Subtract the appropriate liquid assets allowance figure shown on the Monthly Liability Determination form from the total value of the family's gross liquid assets to determine the family's net liquid assets to determine the family's net liquid assets.

30-364	ADDITIONAL REQUIREMENTS FOR VOLUNTARY PLACEMENTS	30-364
---------------	---	---------------

(Continued)

- .733 Divide the family's net liquid assets by 12 to determine the monthly value of the family's liquid assets.
- .734 Subtract the monthly value of the family's liquid assets from the family's net monthly income.
- .74 The maximum liability shall not exceed the costs of services rendered to the family by the county welfare department and/or by contracting providers.

HANDBOOK BEGINS HERE

.75 **EXAMPLE:**

Mr. Tim Jacobs and his wife, Marlene Jacobs, have three children. The Jacobs live in Mendocino County, where Mr. Jacobs is employed at Compco Manufacturing, with a \$2,000 gross monthly income. Mrs. Jacobs is a homemaker. The Jacobs have \$143 in their checking account and \$950 in their savings account. The Jacobs have no other liquid assets. Mr. Jacobs has one child by a previous marriage and pays \$100 a month in child support. The Jacobs have asked the county welfare department to temporarily place their 13-year-old son, Alan, in foster care because they consider his behavior a threat to their two younger children. The district attorney has not yet obtained a court order obligating the Jacobs to pay some portion of Alan's support while in foster care.

The following sample form illustrates an initial determination of liability based upon the above circumstances. If, at a later date, a court order is issued obligating the Jacobs to pay some portion of Alan's support while in foster care, a redetermination of the Jacobs' liability would be made. This redetermination would include the court-ordered foster care support payments as a monthly allowable expense.

HANDBOOK CONTINUES

REIMBURSEMENT FOR VOLUNTARY FAMILY REUNIFICATION SERVICES

30-364 ADDITIONAL REQUIREMENTS FOR VOLUNTARY PLACEMENTS
(Continued)

30-364

HANDBOOK CONTINUES

MONTHLY LIABILITY DETERMINATION
VOLUNTARY FAMILY REUNIFICATION SERVICESCase Name Jacobs Case Number 12-263-1894 Date 4-14-83

G Initial Determination

G Redetermination

Child's Name: Alan JacobsParent(s)/Guardian(s) Name(s) Tim and Marlene Jacobs

Has reimbursement for family reunification services or foster care support payments been requested for this or any other child in the family?

G No

G Yes

Child's Name

Parent(s)/Guardian(s) Place of Employment: Compico Manufacturing

- (1) Determine gross family monthly income:
- | | | |
|-----------------|-----------------|---------------------------|
| Parent/Guardian | \$ <u>2,000</u> | |
| Parent/Guardian | <u>0</u> | |
| Other | <u>0</u> | Total \$ <u>2,000</u> (A) |
- (2) Determine allowable monthly expenses:
- | | | |
|--|-------------|-------------------------|
| Court-ordered payments | \$ <u>0</u> | |
| Child Care expenses necessary for employment | <u>0</u> | |
| Charges of UMDAP for mental health services | <u>100</u> | |
| Dependent support payments | <u>0</u> | |
| Mandated payroll deductions for retirement plans excluding Social Security | <u>0</u> | Total \$ <u>100</u> (B) |
- (3) Subtract line (B) from line (A) to determine net income: \$ 1,900 (C)
- (4) Determine total liquid assets:
- | | | |
|---|----------------------------|--|
| Savings account(s) balance(s) | \$ <u>950</u> | |
| Checking account(s) balances(s) | <u>143</u> | |
| Current market value(s) of stocks, bonds, or mutual funds | <u>0</u> | |
| | Total: \$ <u>1,093</u> (D) | |
- (5) Determine liquid asset allowance:
- | | | |
|-------------------|-----------|---------------------|
| Persons in Family | Allowance | |
| 1 | \$ 1500 | |
| 2 | 2000 | |
| 3-4 | 2200 | |
| 5-6 | 2400 | \$ <u>2,400</u> (E) |
| 7 | 2600 | |
| 8-9 | 2800 | |
| 10 or more | 3000 | |
- (6) Subtract line (E) from line (D) to determine net liquid assets: \$ 0 (F)
- (7) Divide line (F) by 12 to determine monthly value of liquid assets: \$ 0 (G)
- (8) Add line (C) and line (G) to determine adjusted gross monthly income: \$ 1,900 (H)
- (9) Determine monthly liability from appropriate monthly liability schedule: \$ 116 (I)

Determined by: Sally Worker Date: 4/14/83

If redetermination, reason:

I affirm that the statements made herein are true and correct to the best of my knowledge.

Tim Jacobs

Parent/Guardian

Marlene Jacobs

Parent/Guardian

HANDBOOK ENDS HERE

30-364	ADDITIONAL REQUIREMENTS FOR VOLUNTARY PLACEMENTS	30-364
---------------	---	---------------

(Continued)

- .76 The following monthly liability schedules have been prepared by the department using the formula specified in .771 through .776 below, and are available for use by the county welfare departments in determining monthly liability to be included in the "Monthly Liability Determination" form.

REIMBURSEMENT FOR VOLUNTARY FAMILY REUNIFICATION SERVICES

30-364 ADDITIONAL REQUIREMENTS FOR VOLUNTARY PLACEMENTS
(Continued)

30-364

HANDBOOK BEGINS HERE

Monthly Liability Schedule I
For Use in The Following Counties:

Alameda	Monterey	San Luis Obispo	Santa Cruz
Berkeley City	Napa	San Mateo	Solano
Contra Costa	San Benito	Santa Clara	Sonoma
Marin	San Francisco		

Adjusted Gross Monthly Income	1	2	NUMBER OF PERSONS 50% OR MORE DEPENDENT ON INCOME								10 or more
	3	4	5	6	7	8	9				
0 - 475											
476 - 675	3	2									
676 - 825	4	4	3								
826 - 925	6	5	4	1							
926 - 1025	8	5	4	4	3						
1026 - 1125	15	10	6	6	4						
1126 - 1225	23	16	12	10	8	5	4				
1226 - 1305	30	22	18	15	13	9	7	5			
1306 - 1375	34	27	20	18	14	11	8	6	5		
1376 - 1455	41	31	27	23	18	14	13	8	7	4	
1456 - 1494	44	37	30	24	21	18	14	11	8	6	
1495 - 1519	52	40	34	28	23	19	16	13	9	6	
1520 - 1544	56	43	39	32	28	21	18	14	11	9	
1545 - 1569	60	48	42	35	31	24	22	18	14	11	
1570 - 1594	69	51	44	39	33	28	24	19	15	13	
1595 - 1619	74	58	52	44	36	31	26	21	18	14	
1620 - 1644	79	63	55	49	42	36	31	24	21	18	
1645 - 1669	85	67	59	53	45	40	33	29	24	19	
1670 - 1694	95	73	65	56	49	44	36	31	26	21	
1695 - 1719	102	78	69	61	53	49	43	36	31	24	
1720 - 1744	110	89	79	69	61	53	45	40	33	28	
1745 - 1769	121	94	84	74	66	57	50	43	36	31	
1770 - 1794	128	100	89	79	70	61	53	45	42	35	
1795 - 1819	136	105	94	84	74	66	62	53	45	39	
1820 - 1844	144	119	107	94	85	74	66	57	49	42	
1845 - 1869	159	125	112	100	90	79	69	62	53	49	
1870 - 1895	168	132	120	107	95	85	74	65	61	53	
1896 - 1937	176	139	127	114	100	89	85	74	66	57	
1938 - 1979	186	148	135	128	113	100	89	79	69	58	
1980 - 2020	196	162	148	135	121	108	94	85	73	69	
2021 - 2062	215	172	157	142	135	121	109	94	85	74	
2063 - 2104	227	180	173	157	141	128	114	100	89	85	
2105 - 2145	238	190	183	166	149	135	121	108	93	89	
2146 - 2187	256	208	192	175	157	140	127	121	107	94	
2188 - 2229	272	219	202	183	176	158	143	127	113	100	
2230 - 2270	283	230	219	201	184	166	149	135	120	113	
2271 - 2311	299	248	232	211	192	175	157	140	135	120	
2313 - 2354	309	263	242	220	202	183	166	157	141	126	
2355 - 2395	321	276	253	231	211	202	183	166	148	133	
2396 - 2437	337	288	264	242	230	211	192	174	157	139	
2438 - 2480	356	300	283	260	243	222	202	183	165	157	
2481 - 2520	374	314	301	278	253	232	211	202	183	164	
Over 2520	For each \$40.00 increment increase in monthly income over \$2,520, add:										
	\$12.00	\$10.00	\$10.00	\$9.00	\$8.00	\$8.00	\$7.00	\$7.00	\$6.00	\$5.00	
	to	to	to	to	to	to	to	to	to	to	
	374	314	301	278	253	232	211	202	183	164	

HANDBOOK CONTINUES

REIMBURSEMENT FOR VOLUNTARY FAMILY REUNIFICATION SERVICES

30-364 ADDITIONAL REQUIREMENTS FOR VOLUNTARY PLACEMENTS
(Continued)

30-364

HANDBOOK CONTINUES

Monthly Liability Schedule II
For Use in The Following Counties:

Alpine	El Dorado	Kings	Merced	Sacramento	Tehama
Amador	Fresno	Lake	Modoc	San Joaquin	Trinity
Butte	Glenn	Lassen-Plumas	Mono	Shasta	Tulare
Calaveras	Humboldt	Madera	Nevada	Sierra	Tuolumne
Colusa	Inyo	Mariposa	Placer	Siskiyou	Yolo
Del Norte	Kern	Mendocino	Plumas	Stanislaus	Yuba-Sutter

Adjusted Gross Monthly Income	1	2	3	4	5	6	7	8	9	10 or more
0 - 475										
476 - 675	3	2								
676 - 825	5	4	2							
826 - 925	9	6	5	1						
926 - 1025	14	9	6	4	3					
1026 - 1125	20	13	11	5	4	2				
1126 - 1225	25	18	14	8	6	3	2			
1226 - 1305	33	24	22	12	8	5	4	2		
1306 - 1375	41	30	24	18	14	11	8	5	3	
1376 - 1455	48	36	31	24	22	16	14	9	8	5
1456 - 1494	52	43	33	29	24	20	16	13	9	7
1495 - 1519	59	45	40	31	25	23	18	14	11	8
1520 - 1544	64	52	43	38	31	24	21	17	13	11
1545 - 1569	70	54	48	41	34	30	24	19	15	13
1570 - 1594	79	58	52	44	39	31	27	23	18	14
1595 - 1619	85	67	58	52	41	34	30	24	20	15
1620 - 1644	91	73	64	55	48	41	36	30	24	20
1645 - 1669	100	78	69	60	52	45	39	32	27	22
1670 - 1694	110	84	74	64	57	49	41	34	30	24
1695 - 1719	119	89	79	70	61	57	49	41	35	30
1720 - 1744	126	100	90	79	70	62	53	45	39	31
1745 - 1769	138	108	97	85	74	66	58	49	41	34
1770 - 1794	148	114	100	90	80	70	61	52	48	41
1795 - 1819	157	121	109	97	85	75	71	62	53	44
1820 - 1844	166	136	122	110	97	85	75	66	56	48
1845 - 1869	183	144	130	115	104	91	79	71	60	56
1870 - 1895	193	151	138	123	110	99	85	74	71	61
1896 - 1937	204	160	146	130	116	103	99	85	74	66
1938 - 1979	215	169	152	147	130	116	103	91	80	67
1980 - 2020	226	190	170	154	138	123	110	97	85	79
2021 - 2062	245	197	181	164	156	139	124	110	97	85
2063 - 2104	262	207	197	181	162	147	130	115	103	98
2105 - 2145	274	218	211	191	173	156	138	123	119	103
2146 - 2187	292	238	219	200	181	161	146	138	122	109
2188 - 2229	310	253	231	210	198	181	164	146	130	115
2230 - 2270	327	264	248	228	211	192	172	155	137	130
2271 - 2312	342	283	266	243	222	201	181	161	155	138
2313 - 2354	357	301	279	253	232	211	190	181	162	145
2355 - 2395	370	318	290	266	242	229	207	190	171	153
2396 - 2437	379	330	303	278	262	242	220	199	180	160
2438 - 2480	407	345	320	296	279	255	231	211	189	178
2481 - 2520	425	359	339	314	291	266	242	229	207	187
Over 2520										
	For each \$40.00 increment increase in monthly income over \$2,520, add:									
	\$14.00	\$12.00	\$11.00	\$10.00	\$10.00	\$9.00	\$8.00	\$8.00	\$7.00	\$6.00
	to	to	to	to	to	to	to	to	to	to
	425	359	339	314	291	266	242	229	207	187

HANDBOOK CONTINUES

REIMBURSEMENT FOR VOLUNTARY FAMILY REUNIFICATION SERVICES

30-364 ADDITIONAL REQUIREMENTS FOR VOLUNTARY PLACEMENTS
(Continued)

30-364

HANDBOOK CONTINUES

Monthly Liability Schedule III
For Use in The Following Counties:

Adjusted Gross Monthly Income	1	2	NUMBER OF PERSONS 50% OR MORE DEPENDENT ON INCOME								10 or more
			Los Angeles Orange	3	4	5	6	7	8	9	
0 - 475											
476 - 675	3	2									
676 - 825	4	3	2								
826 - 925	6	4	3	1							
926 - 1025	11	7	5	3	2						
1026 - 1125	18	13	9	4	3	2					
1126 - 1225	24	17	14	8	6	4	3				
1226 - 1305	32	23	19	11	8	6	5	3			
1306 - 1375	37	27	22	17	14	10	8	5	3		
1376 - 1455	43	33	29	24	20	14	12	8	8	5	
1456 - 1494	47	40	31	25	22	18	14	11	8	6	
1495 - 1519	54	42	36	29	24	21	18	13	10	7	
1520 - 1544	58	45	40	33	29	23	18	14	11	9	
1545 - 1569	64	51	43	38	32	27	23	18	14	12	
1570 - 1594	72	53	47	41	34	29	24	21	16	13	
1595 - 1619	79	62	53	47	39	32	27	23	18	14	
1620 - 1644	84	66	58	52	43	39	33	26	23	18	
1645 - 1669	89	71	62	54	48	41	34	30	24	20	
1670 - 1694	100	76	67	58	52	44	39	32	26	22	
1695 - 1719	108	81	73	64	54	52	44	39	32	26	
1720 - 1744	114	93	82	73	64	55	49	41	34	29	
1745 - 1769	128	100	89	78	68	58	53	44	39	32	
1770 - 1794	135	104	93	83	73	64	54	48	43	38	
1795 - 1819	143	111	100	89	78	68	64	55	48	46	
1820 - 1844	150	125	112	100	89	79	68	59	52	43	
1845 - 1869	166	130	120	105	94	84	73	64	54	52	
1870 - 1895	176	138	126	112	100	89	79	67	64	54	
1896 - 1937	186	147	132	120	107	94	89	79	69	59	
1938 - 1979	196	156	140	133	120	107	94	84	72	62	
1980 - 2020	207	171	156	140	127	112	100	89	77	73	
2021 - 2062	224	181	165	148	141	128	113	100	89	78	
2063 - 2104	238	190	181	165	148	134	118	106	94	89	
2105 - 2145	252	199	192	175	157	141	128	112	108	94	
2146 - 2187	268	218	201	183	165	148	132	128	112	100	
2188 - 2229	285	231	211	192	183	166	149	132	120	105	
2230 - 2270	299	242	229	209	193	175	157	141	125	120	
2271 - 2312	312	259	243	215	202	183	166	148	141	126	
2313 - 2354	327	276	254	224	212	192	173	166	148	131	
2355 - 2395	338	290	265	242	222	211	192	174	157	139	
2396 - 2437	355	301	278	258	240	222	202	183	164	147	
2438 - 2480	374	314	294	272	256	232	211	192	173	164	
2481 - 2520	392	328	314	290	266	243	220	209	196	171	
Over 2520			For each \$40.00 increment increase in monthly income over \$2,520, add:								
	\$13.00	\$11.00	\$10.00	\$10.00	\$9.00	\$8.00	\$7.00	\$7.00	\$7.00	\$6.00	
	to	to	to	to	to	to	to	to	to	to	
	392	328	314	290	266	243	220	209	196	171	

HANDBOOK CONTINUES

REIMBURSEMENT FOR VOLUNTARY FAMILY REUNIFICATION SERVICES

30-364 ADDITIONAL REQUIREMENTS FOR VOLUNTARY PLACEMENTS
(Continued)

30-364

HANDBOOK CONTINUES

Monthly Liability Schedule IV
For Use in The Following Counties:

Adjusted Gross Monthly Income	1	2	Imperial Riverside		San Bernardino San Diego				9	10 or more
			3	4	5	6	7	8		
0 - 475										
476 - 675	3	2								
676 - 825	4	3	1							
826 - 925	6	4	3	2						
926 - 1025	11	7	5	4	2					
1026 - 1125	18	13	10	8	4	2				
1126 - 1225	24	18	13	11	6	4	2			
1226 - 1305	32	24	20	18	8	6	4	3		
1306 - 1375	41	32	26	20	14	11	8	5	3	
1376 - 1455	45	33	30	24	21	15	13	9	8	5
1456 - 1494	49	40	32	28	23	18	14	12	9	6
1495 - 1519	57	43	39	30	25	21	17	14	11	7
1520 - 1544	62	48	41	35	30	24	18	15	13	10
1545 - 1569	66	52	45	39	32	29	23	18	14	13
1570 - 1594	74	55	49	43	36	30	24	21	17	13
1595 - 1619	81	64	56	49	40	33	29	24	18	14
1620 - 1644	87	69	61	53	45	40	33	28	23	18
1645 - 1669	94	74	66	57	49	43	36	31	24	21
1670 - 1694	104	79	71	62	53	45	40	33	28	23
1695 - 1719	112	85	76	66	58	53	46	40	33	28
1720 - 1744	120	96	85	76	66	58	51	43	36	30
1745 - 1769	132	101	91	80	72	62	54	46	39	33
1770 - 1794	139	109	97	86	76	66	58	49	45	39
1795 - 1819	148	115	102	91	81	72	66	58	50	43
1820 - 1844	157	129	116	103	92	81	72	62	53	45
1845 - 1869	175	137	118	110	100	87	76	66	57	53
1870 - 1895	184	144	130	117	104	94	81	71	66	58
1896 - 1937	194	151	138	125	110	99	94	81	72	62
1938 - 1979	204	161	147	138	124	110	99	87	75	65
1980 - 2020	215	176	162	147	131	118	104	92	80	76
2021 - 2062	233	187	171	156	148	132	119	104	92	80
2063 - 2104	247	196	188	171	154	138	124	110	98	92
2105 - 2145	261	207	199	181	165	148	132	118	112	98
2146 - 2187	278	225	208	190	171	154	138	132	116	102
2188 - 2229	298	240	219	198	190	171	156	138	122	110
2230 - 2270	310	262	238	217	201	181	164	148	130	124
2271 - 2312	325	268	253	231	211	191	172	154	148	130
2313 - 2354	338	287	265	241	220	199	181	171	154	138
2355 - 2395	352	301	276	253	224	218	197	181	163	146
2396 - 2437	370	314	288	264	248	231	210	190	170	152
2438 - 2480	388	328	306	282	266	242	220	199	180	170
2481 - 2520	406	340	325	300	276	253	230	215	196	178
Over 2520			For each \$40.00 increment increase in monthly income over \$2,520, add:							
	\$14.00	\$11.00	\$11.00	\$10.00	\$9.00	\$8.00	\$8.00	\$7.00	\$7.00	\$6.00
	to	to	to	to	to	to	to	to	to	to
	406	340	325	300	276	253	230	215	196	178

HANDBOOK ENDS HERE

This page is intentionally left blank.

30-364	ADDITIONAL REQUIREMENTS FOR VOLUNTARY PLACEMENTS	30-364
(Continued)		

- .77 The Department or county welfare department (CWD) shall use the formula specified in Section 30-364.771 through .776 to compute monthly liability schedules.
- .771 Multiply the gross family annual income by the following factors and subtract the resultant sums from the gross family annual income to obtain the adjusted gross family annual income:
- (a) FICA withholding percentage.
 - (b) SDI withholding percentage.
- .772 Subtract the following factors from the adjusted gross family annual income to obtain the actual gross family annual income:
- (a) IRS income tax annual withholding.
 - (b) State income tax annual withholding.
- .773 Subtract the following factors from the actual gross family annual income to obtain the adjusted net family annual income.
- (a) IRS standard deduction for married persons filing jointly or head of household.
 - (b) IRS exemption allowance for number of persons in the family.
- .774 Multiply the adjusted family annual income by the following factors and subtract the resultant sums from the adjusted net family annual income to obtain the actual net family annual income:
- (a) Federal Consumer Price Index percentage increase for the most closely located economic area (San Francisco, Los Angeles, or San Diego).
 - (b) California Consumer's Necessities Index percentage increase.
- .775 Divide the actual net family annual income by the California mean income for married persons filing jointly; apply the resultant percentage to the actual net family annual income to obtain the realized net family annual income.
- .776 Divide the realized net family annual income by 12 to obtain the realized net family monthly income.

REIMBURSEMENT FOR VOLUNTARY FAMILY REUNIFICATION SERVICES**30-364****ADDITIONAL REQUIREMENTS FOR VOLUNTARY PLACEMENTS****30-364**

(Continued)

- .777 If the gross family annual income is equal to or less than the California mean income for married persons filing jointly, multiply the realized net family monthly income by 15%; if the gross family annual income is more than the California mean income for married persons filing jointly, multiply the realized net family monthly income by 20%. This is the family's monthly liability.

HANDBOOK BEGINS HERE**.778 EXAMPLE:**

The Andersons are a family of four with a gross family annual income of \$22,140. The Andersons reside in Bakersfield. The following sample computation illustrates a computation of monthly liability based upon the above circumstances:

Gross family annual income	\$22,140
less .0715 FICA percentage	- 1,583
less .009 SDI	- 199
Adjusted Gross Family Annual Income	= \$20,358
less IRS withholding	- 2,200
less state withholding	- 533
Actual Gross Family Annual Income	= \$17,625
less IRS standard deduction	- 3,670
less IRS exemption allowance x 4 persons	- 4,320
Adjusted Net Family Annual Income	= \$ 9,635
less 4.03 CPI increase for LA area	- 388
less 4.8 CNI increase	- 462
Actual Net Family Annual Income	= \$ 8,785
CA Mean Income:	\$30,410
CA Mean Income % (8,785/30,410)	= 29%
Realized Net Family Annual Income	= \$ 2,548
Divided by 12 equals	
Realized Net Family Monthly Income	\$ 212
Multiplied by 15% liability factor equals	
Total Family Monthly Liability for Services	\$ 32

HANDBOOK CONTINUES

30-364	ADDITIONAL REQUIREMENTS FOR VOLUNTARY PLACEMENTS	30-364
	(Continued)	

HANDBOOK CONTINUES

.78 Sliding Fee Scale for Determining Monthly Liability for Voluntary Family Reunification

FAMILY SIZE:		1	2	3	4	5	6	7	8	9	10 OR MORE
ANNUAL GROSS INCOME	MONTHLY GROSS INCOME	LIABILITY:									
No More Than											
\$ 7,080	\$ 590 or under	0	0	0	0	0	0	0	0	0	0
\$ 8,400	\$ 591 - 700	0	0	0	0	0	0	0	0	0	0
\$ 9,600	\$ 701 - 800	6	0	0	0	0	0	0	0	0	0
\$ 10,740	\$ 801 - 895	9	0	0	0	0	0	0	0	0	0
\$ 11,820	\$ 896 - 985	12	6	0	0	0	0	0	0	0	0
\$ 12,900	\$ 986 - 1,075	15	8	5	0	0	0	0	0	0	0
\$ 13,920	\$ 1,076 - 1,160	18	11	8	5	0	0	0	0	0	0
\$ 14,940	\$ 1,161 - 1,245	22	14	10	7	0	0	0	0	0	0
\$ 16,140	\$ 1,246 - 1,345	27	18	14	10	7	0	0	0	0	0
\$ 17,340	\$ 1,346 - 1,445	32	22	18	14	10	7	0	0	0	0
\$ 18,540	\$ 1,446 - 1,545	37	27	22	17	13	10	7	0	0	0
\$ 19,720	\$ 1,546 - 1,645	42	33	27	22	17	13	10	7	0	0
\$ 20,940	\$ 1,646 - 1,745	48	39	33	27	22	17	13	9	6	0
\$ 22,140	\$ 1,746 - 1,845	54	45	39	32	27	21	17	13	9	6
\$ 23,340	\$ 1,846 - 1,945	60	52	45	38	32	26	21	17	12	9
\$ 24,540	\$ 1,946 - 2,045	67	59	52	45	38	32	26	21	16	12
\$ 25,740	\$ 2,046 - 2,145	74	66	58	51	44	37	31	26	20	16
\$ 26,940	\$ 2,146 - 2,245	80	74	66	58	51	44	37	31	24	20
\$ 28,140	\$ 2,246 - 2,345	87	82	73	65	57	50	43	36	29	25
\$ 29,340	\$ 2,346 - 2,445	94	90	81	72	64	57	49	43	35	30
\$ 30,540	\$ 2,446 - 2,545	101	98	89	80	72	64	56	49	41	35
\$ 31,740	\$ 2,546 - 2,645	144	141	130	117	106	95	84	74	62	55
\$ 32,940	\$ 2,646 - 2,745	154	149	141	128	116	104	93	83	70	63
\$ 34,140	\$ 2,746 - 2,845	166	160	153	140	127	115	103	92	79	72
\$ 35,340	\$ 2,846 - 2,945	179	170	163	151	138	125	113	102	88	81
\$ 36,540	\$ 2,946 - 3,045	191	184	175	163	150	137	124	112	98	90
\$ 37,740	\$ 3,046 - 3,145	204	194	185	175	161	148	135	123	107	99
\$ 38,940	\$ 3,146 - 3,245	218	205	200	188	173	160	147	134	117	109
\$ 40,140	\$ 3,246 - 3,345	230	219	209	200	186	171	158	145	128	120
\$ 41,340	\$ 3,346 - 3,445	243	230	225	213	198	184	169	156	138	130
\$ 42,540	\$ 3,446 - 3,545	256	245	235	226	211	196	182	168	149	141
\$ 43,740	\$ 3,546 - 3,645	269	253	247	238	223	209	194	179	160	152
\$ 44,940	\$ 3,646 - 3,745	283	267	258	248	235	220	206	192	172	163
\$ 46,140	\$ 3,746 - 3,845	297	280	270	260	248	233	218	204	183	175
\$ 47,340	\$ 3,846 - 3,945	311	294	282	277	261	245	230	216	195	187
\$ 48,540	\$ 3,946 - 4,045	325	308	295	285	275	258	243	227	206	199
\$ 49,740	\$ 4,046 - 4,145	340	322	307	295	288	271	255	240	217	210
\$ 50,940	\$ 4,146 - 4,245	354	337	325	319	301	284	268	252	229	222
\$ 52,140	\$ 4,246 - 4,345	368	351	335	325	315	298	281	265	241	234
\$ 53,340	\$ 4,346 - 4,445	382	364	347	340	329	312	295	278	253	246
\$ 55,740	\$ 4,446 - 4,645	411	392	380	370	356	339	322	305	279	271
\$ 56,940	\$ 4,646 - 4,745	426	407	395	387	370	353	335	319	292	284
\$ 58,140	\$ 4,746 - 4,845	441	421	405	395	384	366	349	332	305	298
\$ 59,340	\$ 4,846 - 4,945	456	436	425	417	398	380	362	345	317	311
\$ 60,540	\$ 4,946 - 5,045	471	451	437	425	412	394	376	358	330	320
\$ 61,740	\$ 5,046 - 5,145	487	467	445	440	428	409	400	372	343	327
\$ 62,940	\$ 5,146 - 5,245	503	482	462	455	443	423	404	386	356	350

For each additional \$100 of monthly income, add \$10 of liability fee.

.79 The following form has been prepared by the department, and may be used by the county welfare departments for completing the monthly liability determination.

HANDBOOK CONTINUES

REIMBURSEMENT FOR VOLUNTARY FAMILY REUNIFICATION SERVICES

30-364

ADDITIONAL REQUIREMENTS FOR VOLUNTARY PLACEMENTS
(Continued)

30-364

HANDBOOK CONTINUES

MONTHLY LIABILITY DETERMINATION
VOLUNTARY FAMILY REUNIFICATION SERVICES

Case Name _____ Case Number _____ Date _____

G Initial Determination

G Redetermination

Child's Name: _____

Parent(s)/Guardian(s) Name(s) _____

Has reimbursement for family reunification services or foster care support payments been requested for this or any other child in the family?

G No

G Yes

Child's Name _____

Parent(s)/Guardian(s) Place of Employment: _____

- (1) Determine gross family monthly income: Parent/Guardian \$
Parent/Guardian
Other _____ Total _____ (A)
- (2) Determine allowable monthly expenses:
Court-ordered payments \$
Child Care expenses necessary for employment
Charges of UMDAP for mental health services
Dependent support payments
Mandated payroll deductions for retirement plans excluding
Social Security _____ Total \$ _____ (B)
- (3) Subtract line (B) from line (A) to determine net income: \$ _____ (C)
- (4) Determine total liquid assets:
Savings account(s) balance(s) \$
Checking account(s) balances(s)
Current market value(s) of stocks, bonds, or mutual funds
Total: \$ _____ (D)
- (5) Determine liquid asset allowance:
Persons in Family Allowance
1 \$ 1500
2 2000
3-4 2200
5-6 2400
7 2600
8-9 2800
10 or more 3000
\$ _____ (E)
- (6) Subtract line (E) from line (D) to determine net liquid assets: \$ _____ (F)
- (7) Divide line (F) by 12 to determine monthly value of liquid assets: \$ _____ (G)
- (8) Add line (C) and line (G) to determine adjusted gross monthly income: \$ _____ (H)
- (9) Determine monthly liability from appropriate monthly liability schedule: \$ _____ (I)

Determined by: _____ Date: _____

If redetermination, reason: _____

I affirm that the statements made herein are true and correct to the best of my knowledge.

Parent/Guardian_____
Parent/Guardian

HANDBOOK ENDS HERE

SOCIAL SERVICES STANDARDS
SERVICE PROGRAM NO. 5 PERMANENT PLACEMENT

TABLE OF CONTENTS

CHAPTER 30-400 PERMANENT PLACEMENT

Entire chapter either renumbered to Division 31 by CDSS Manual Letter No. CWS-93-01, effective 7/1/93 or repealed by CDSS Manual Letter No. SS-93-03, effective 7/1/93.